INSPECT PRACTITIONER USER GUIDE

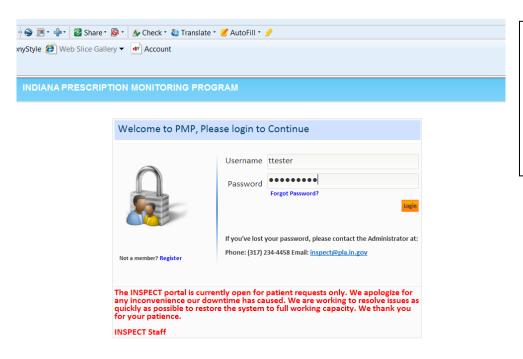


Email: inspect@pla.in.gov



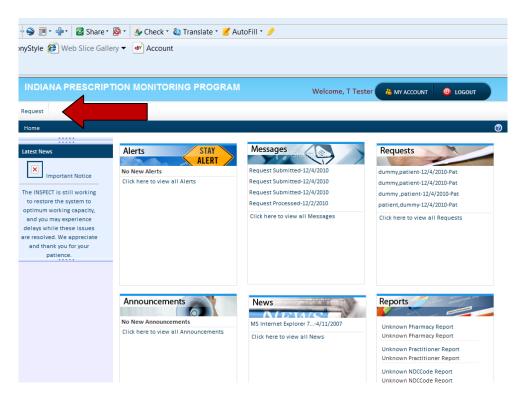
LOGIN PAGE: <u>Prescription Monitoring Program Login</u> or you may visit <u>www.in.gov/inspect</u> and click the INSPECT logo to be taken to the Login page.

Have your username (ex: jjones) and password ready



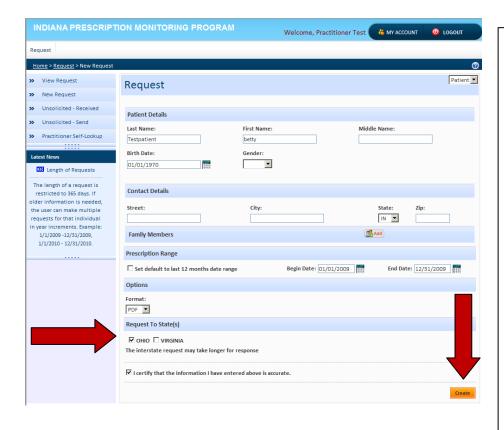
1. Login to the PMP with your username and password.

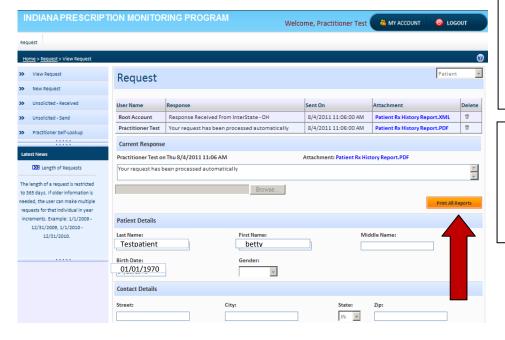
If you do not know your password, you may reset it by clicking Forgot Password? You will be asked to provide your username and the answers to your security questions. If you do not know your username, please email: inspect@pla.in.gov.



2. Click the *Requests* tab in the upper left corner, then click *New Request* to submit a search for a new report. You can aslo view previous requests made by this account by clicking *View Request*.







3. Enter the patient information you wish to search for. Best results are obtained by using the first name, last name and date of birth.

The default time period to search is 1 year but you may change the date range by *unchecking* the box and entering new information. The time period for requests is limited to 365 days, but you may make multiple requests for different years if you wish. (Ex. 1/1/2010-12/31/2010, 6/1/2009-6/1/2010)

4. In the **Request to State(s)** region, check the box next to **OHIO** to send your request to the Ohio system as well as to INSPECT.

(In the contact details you can leave the state selection at the default of IN or change it to OH or blank – correct results will be returned with any option chosen as long as the OH box is checked in the **Requests to State(s)** area)

- 5. You must check the authorization box at the bottom of the screen to continue.
- 6. Click *Create* when you have completed your request. It may take a few moments to process before you see the new page.
- 7. Click the orange button that says "Display All Results". This will return complete results from all states in one report. The report will start on page 2 of the .PDF document.

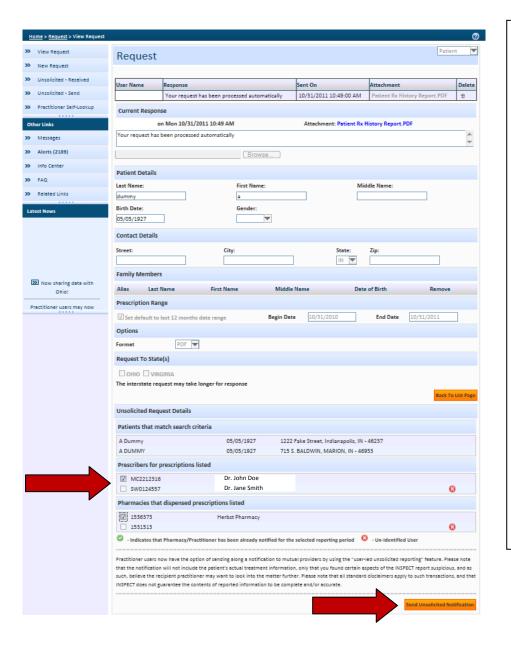
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USER-LED UNSOLICITED REPORTING

INSPECT's newest feature is a function that will allow users to forward patient Rx History Reports to other prescribers and dispensing pharmacies of that patient.



Once your request for an Rx History report has been fulfilled, you have the option of sending the report along to the other prescribers and dispensers listed on the report.

- 1. If you scroll down to the bottom of the Request page after your report has been delivered, you may check a box next to the practitioners and pharmacies you wish to send a copy of the report to.
- 2. Once you have selected recipients for the report, click the orange "Send Unsolicited Notification" button at the bottom of the screen to send email alerts to the selected groups.

Recipients of the email notification will be instructed to click a link in the email to view the report. If the recipient is not a registered INSPECT user, they can register at that time.

**If the recipient name is grayed out no email address is on file for that user and they cannot be notified via email.

EXAMPLE EMAIL NOTIFICATION

You are a recipient of an INSPECT Unsolicited Alert. **Doctor Test** has sent an unsolicited alert on your patient, **dummy a**. INSPECT practitioners now have the option of sending along notifications to mutual providers by using the "user-led unsolicited reporting" feature. Please note that the notification will not include the patient's actual treatment information, only that you found certain aspects of the INSPECT report suspicious, and as such, believe the recipient practitioner may want to look into the matter further. Please note that all standard disclaimers apply to such transactions, and that INSPECT does not guarantee the contents of reported information to be complete and/or accurate. (This will be followed by a link to view the report.)